

**Series 400 - Overview
Personnel
ADS CD 19
07/19/2000**

Functional Series 400: Personnel - The Personnel series will eventually replace Handbooks (HBs) 24-33 in their entirety. A list of Bureau for Management, Office of Human Resources (M/HR) Handbook chapters that are still active/valid is located in the Handbook Transmittal Memorandum (TM). **(See Handbook TM)** The HB TM is found on the ADS CD in the Resource Library.

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This file is divided into three sections:

- 1) New and Revised Series 400 Chapters and/or References for ADS CD 19
- 2) Access to HR ADS Chapters and References
- 3) List of HR ADS Chapters on ADS CD 19

Section I

New and Revised Series 400 Chapters and References for ADS CD 19

Chapter 463, Foreign Service Boards, was revised substantively and editorially in its entirety.

Section II

Access to HR ADS Chapters and References

Please check the ADS intranet web page < inside.usaid.gov/ADS > or internet < www.usaid.gov/pubs/ads > for the most recent version of Series 400 ADS chapters.

ADS 462: The program was announced and put into effect May 10, 1995. this version of ADS 462 was effective 2/20/98. This version replaces previously released versions of ADS 462. USAID employees may contact STEVE GOMEZ, M/HR/LERPM. 202-712-5192 (sgomez@usaid.gov) with questions regarding the

Employee Evaluation Program (EEP). Users may also review the most recent version of ADS 462 on the USAID ADS web page: <http://inside.usaid.gov/ADS/> .

NOTE: The applicable Code of Federal Regulation (CFR) and United State Codes (USC) mandatory references for the M/HR chapters are located on the Internet. A link to these two references can be found on both the ADS Home Page and the M/HR web site. If you are located at a post that does not have access to the Internet, please contact M/HR/PPIM to request the latest version of a specific M/HR Mandatory Reference.

The Internet address for the CFR is: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html> .

The Internet address for the USC is: <http://www.law.cornell.edu/uscode> .

Section III

Entire List of M/HR Series 400 ADS Chapters on ADS CD 19

- 405 TELECOMMUTING
- 407 ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) IN THE WORKPLACE - (Supersedes HB 29 CH 6)
- 408 ALCOHOL AND DRUG ABUSE ASSISTANCE PROGRAM - (Supersedes HB 29 CH 8)
- 410 DRUG FREE WORKPLACE PROGRAM HB 29 - The Attachment, HB 29 CH 8 remains ACTIVE.
- 412 REEMPLOYMENT RIGHTS - (Supersedes HB 25 Chapter 32) New ADS Chapter for ADS CD 12.
- 413 Civil Service Appointments and Employment - New HR ADS chapter for ADS CD 14.
- 415 CIVIL SERVICE TO FOREIGN SERVICE APPOINTMENT PROGRAM
Is a new ADS chapter for ADS CD 17.
- 418 PROMOTION AND INTERNAL PLACEMENT - (Superseded HB 25, Chapter 16)
New ADS Chapter for ADS CD 13.
- 422 PERSONNEL OPERATIONS: SENIOR FOREIGN SERVICE - (Supersedes HB 25 CH 38C and Supplement E of HB 25 CH 40)

- 423 PERSONNEL OPERATIONS: SENIOR EXECUTIVE SERVICE - New ADS Chapter for ADS CD 12.
- 432 DETAILS - CIVIL AND FOREIGN SERVICE - (Supersedes HB 25, Chapters 3 and 19) New chapter for ADS CD 17.
- 434 DETAILS TO INTERNATIONAL ORGANIZATIONS - (Supersedes HB 25 CH 21)
- 435 COMMISSIONS, TITLES AND RANK - (Supersedes HB 25 CH 41)
- 437 TEMPORARY ASSIGNMENTS UNDER THE INTERGOVERNMENTAL PERSONNEL ACT (Supersedes HB 25 CH 22)
- 442 WORKERS' COMPENSATION PROGRAM - (Supersedes HB 25 CH 1)
- 443 SPECIAL ASSISTANCE TO EMPLOYEES/BENEFICIARIES - (Supersedes HB 29 CH 2) New chapter for DR-CD 11.
- 446 TERMINATION DURING PROBATION - CIVIL SERVICE - New ADS chapter for ADS CD 16.
- 452 CIVIL SERVICE RIF REGULATIONS AND MANDATORY REFERENCES - Originally placed in the Automated Directives System format for DR-CD 7 - The chapter is still active. This chapter and its five mandatory references were revised for ADS 13. Changes are a result of externally issued regulations from OPM. A new Mandatory Reference (Career Transition Assistance Plan) was added to this chapter for ADS CD 16. Additionally, editorially changes were made to the chapter and the Mandatory Reference titled USAID Competitive Areas.
- 453 FURLOUGH - CIVIL SERVICE AND FOREIGN SERVICE - (Supersedes HB 30 Chapters 2 & 8)
- 454 FOREIGN SERVICE RIF REGULATIONS AND MANDATORY REFERENCES Originally placed in the Automated Directives System format for DR-CD 7
- 455 SENIOR EXECUTIVE SERVICE RIF REGULATIONS Originally placed in the Automated Directives System format for DR-CD 7
- 456 PERSONNEL OPERATIONS: POSITION CLASSIFICATION - (Supersedes HB 26 CH 1. HB 33 is a Mandatory Reference for ADS 456)

ADS 456 was not revised. Three Mandatory References were added to this chapter for DR-CD 10. At this time, the Supplementary Reference, Factor

Evaluation System Guide is not available electronically, please contact M/HR for a copy of this document.

- 459 INTERNATIONAL DEVELOPMENT INTERN (IDI) - (Supersedes HB 28 CH 5)
- 460 PRESIDENTIAL MANAGEMENT INTERN (PMI) - New ADS chapter.
- 462 EMPLOYEE EVALUATION PROGRAM The program was announced and put into effect May 10, 1995. This version of ADS 462 was effective 2/20/98. This version replaces previously released versions of ADS 462. USAID employees may contact STEVE GOMEZ, M/HR/LERPM, 202-712-5192 (sgomez@usaid.gov) with questions regarding the Employee Evaluation Program (EEP). Users may also review the most recent version of ADS 462 on the USAID M/HR home page:

<http://www.usaid.gov/M/HR/>

This chapter supersedes Chapter 3 and attachments for chapter 3 from HB 24.

- 463 FOREIGN SERVICE BOARDS - (Supersedes HB 25 Attachment 35A, Chapter 40 plus Supp 40A, 40B, and 40C, Attachment 3B-I to Supplement B from HB 30 Chapter 3 and Supplement 3B Parts 2 & 3 of HB 30 Chapter 3) New Chapter for ADS CD 12.

ADS 463 Supersedes Handbook 25 Chapter 40, "The Foreign Service Employee Evaluation Program" and

- a. Supplement 40A, "Foreign Service Evaluation Program, Forms and Instructions"
- b. Supplement 40B, "General Precepts for USAID Selection Boards"
- c. Supplement 40C, "Precepts for Promotion"
- d. Supplement 35A, "Precepts for USAID's Tenure Board" formerly located in Handbook 25, Chapter 35
- e. Attachment 3 BI to Supplement B, "Precepts for Performance Standards Boards" formerly located in Handbook 30, Chapter 3
- f. Excerpted parts from Supplement 3B, "Mandatory Retirement Based on Relative Performance," formerly located in Handbook 30, Chapter 3, dealing with Selection Board and Performance Standards Board responsibilities

- 468 FOREIGN SERVICE (FS) PERSONNEL RECRUITMENT - (Supersedes HB 25 CH 31)
- 469 CIVIL SERVICE RECRUITMENT - (Supersedes HB 25 CH 1)

- 471 PAY UNDER THE GENERAL SCHEDULE - (Supersedes HB 26, CH 3) New ADS Chapter for ADS CD 13.
- 472 PREMIUM COMPENSATION - (Supersedes HB 26, CH 8) New chapter for ADS CD 13.
- 473 PREVAILING RATE - WAGE GRADE - (Supersedes HB 26 CH 4)
- 474 CIVIL SERVICE SALARY AND GRADE RETENTION - (Supersedes HB 26 CH 9)
- 476 BENEFITS - (Supersedes HB 26 Chapters 13 and 14) New chapter for DR-CD 11.
- 477 ALLOWANCES - (Supersedes HB 26 CH 13 and General Notice dated 01/27/95)
- 478 PAYMENTS TO MISSING EMPLOYEES - (Supersedes HB 26 CH 12)
- 479 HOURS OF DUTY - (Supersedes HB 27 CH 1) This chapter was revised for ADS CD 13 to reflect the AWS program.
- 480 LEAVE - (Supersedes HB 27 Chapters 2, 3, 4, 5, 6, 9, & 10) Editorial/format changes for DR-CD 11. Section 480.5.8 was restructured for ADS 13. With ADS 13 Section 480.5.8e was added and section 480.7 was revised.
- 481 FAMILY AND MEDICAL LEAVE (FML) - (Supersedes HB 27 parts of chapters 2, 9, 10 & 11 Interim Update #16, General Notices 707 from 07/07/95 and 0226 from 02/96)
- 482 VOLUNTARY LEAVE TRANSFER PROGRAM - (Supersedes HB 27 CH 11) Editorial and format changes for DR-CD 11.
- 485 DISCIPLINARY ACTION - FOREIGN SERVICE - (Supersedes HB 30 CH 5)
- 486 GRIEVANCES - FOREIGN SERVICE - (Supersedes HB 29 CH 4)
- 487 DISCIPLINARY AND ADVERSE ACTIONS BASED ON MISCONDUCT - CIVIL SERVICE - (Supersedes HB 30 CH 6) Correction to 3 words in 487.5.7d. New chapter for DR-CD 11.
- 489 PERFORMANCE BASED ACTIONS - CIVIL SERVICE - (Supersedes HB 25, CH 15) New ADS Chapter for ADS CD 13.
- 490 AGENCY ADMINISTRATIVE GRIEVANCE PROCEDURE - (Supersedes HB 29 CH 3)

- 494 CIVIL SERVICE RETIREMENT - (Supersedes HB 30 Chapter 4) New Chapter for ADS CD 12.
- 495 FOREIGN SERVICE NATIONAL PERSONNEL ADMINISTRATION - (This chapter supersedes several State cables and one USAID General Notice:
1. Section 495.5.1 a) - Incorporates State cable 314805 dated 10/15/93, subject "Employment Policy for the CCN Workforce" and USAID General Notice dated 9/18/95, subject "Appropriate Use and Funding of USAID's Non-Direct Hire Workforce" [Section I, Part II, titled "FSNDH"].
 2. Sections 495.5.2 c) and d) Cross-References State cables 127905 dated 7/97, subject "FSN Income Tax and Local Social Security Payments" and State cable 215670 dated 10/96, subject "Offshore Retirement Plans." The contents of these telegrams have not been codified in 3 FAM 7000.
 3. Sections 495.5.2 e) and 495.5.5 - Incorporates Agency policy specified in State telegram 214481 dated 9/9/95, subject "DOA to CELs" and references ADS 103.5.1a.
 4. Section 495.5.9 b), paras. 1 and 2 - Para. 1 incorporates 93 State 179035 and 03 FAM 7261.6-2. Para. 2 incorporates 93 State 116135. [NOTE: M/OP/P, the drafting office of State 116135 incorporated State 116135 in the AIDAR, effective date of 9/10/97. The draft AIDAR revision was released for clearances following HR's submission of ADS 495 to M/AS/IRD. Consequently, the new AIDAR citation (Appendix J, Section 4 (c) (3)(ii)) is not referenced in Para. 2.]
 5. Section 495.5.11 c) - Incorporates an Agency personnel reporting requirement specified in an 1994 State telegram (telegram number unavailable - comeback copy not received), subject, "Automated Standardized Mission Staffing Pattern."
- 496 FSN HEALTH & ACCIDENT INSURANCE - (Supersedes USAID General Notices dates 08/15/96 and 03/19/97 - "Emergency Health and Accident Insurance for FSN and TCN Employees on Official Travel in the U.S."HB 28 CH 10)M- Editorial and substantive changes made to this chapter for ADS CD 16.
- 499 OVERSEAS EMPLOYMENT - (Supersedes HB 25 CH 34)

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